

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



INTERNAL SEARCH ONLY

POSITION: **DIRECTOR, STUDENT HEALTH, COUNSELING, AND WELLNESS SERVICES**
Search #1271JAN
Full-time, Professional Position - Letter of Appointment

DEPARTMENT: Student Health Services

DATE TO START: As soon as possible after closing

STARTING SALARY: Dependent upon education and experience

Montana State University Billings is the third largest University in Montana and is located in Montana's largest city. The Senior campus, College of Technology and Downtown campus together are home to approximately 5,500 students. The University has five colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who together work hard to create an outstanding University.

DESCRIPTION: The Director of the Student Health, Counseling, and Wellness Services is responsible for the overall vision and direction of the Student Health Services as well as the day to day operations of the Student Health Services. This includes: medical care by physicians, midlevel providers, and registered nurses; counseling and mental health programs provided by mental health

counselors; and programs and services presented by the health education and Student Wellness program at both the Senior campus and College of Technology locations. The day to day operations include supervision of all staff, management of office operations, development of policies and procedures, ensuring compliance with HIPPA and other state and federal laws, annual reports and outcome assessment, marketing and promotion of services, and fiscal management of the budget.

REQUIRED QUALIFICATIONS:

- Bachelors Degree
- Demonstrated ability to communicate well both verbally and in writing
- Demonstrated strong management skills which includes supervision of staff, budget, and development of policies and procedures
- Demonstrated ability to work creatively and collaboratively with a wide variety of individuals and organizations

PREFERRED QUALIFICATIONS

- Bachelors Degree in a health related field
- Masters degree
- 3-5 years minimum experience working in a health care environment in a college or university setting
- Experience in the operations and management of a medical facility/office

REVIEW DATE: Applications received by **January 26, 2012**, will be given preference review, however, the position is open until filled.

APPLY: Submit (1) **Cover Letter** addressing the above qualifications/skills; (2) **Resume**; (3) a **List of Three Professional References** including names, addresses, and phone numbers; and (4) the **Authorization for Background Check Form** (available at: <http://www.msubillings.edu/humres/forms/Authorization%20Background%20Check%20A%20Check.pdf> to:

Human Resources Office/EEO-AA Office
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
Phone: (406) 657-2278; FAX: (406) 657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the MSU Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall, Room 310.

MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TTY).